



City of Palos Heights  
Recreation Committee Meeting  
Tuesday, January 14, 2020  
7:00 PM  
**MINUTES**

**CALL TO ORDER**

Chairman Key called the regular meeting of the Recreation Committee to order at 7:04 p.m. at the Palos Heights City Hall, 7607 W. College Drive. In attendance were Chairman Key, Alderman Bylut, Alderman Clifford, Alderman McGovern, Parks and Recreation Director Matt Fairbanks, Lake Katherine Representative Terry Horvath, City Administrator Dan Nisavic, and Recording Secretary Jessica Swiedals.

**APPROVAL OF MINUTES**

Chairman Key moved to approve the minutes of the November 12, 2019 meeting as written, seconded by Alderman Bylut. On a voice vote, the motion passed unanimously.

**PUBLIC COMMENT** - none

**LAKE KATHERINE REPORT**

Lake Katherine Representative Terry Horvath provided the update:

- Lake Katherine is a recipient of a \$7,201 grant from Nicor that will go towards arbors and shade planting around the waterfall. The planting will coincide with Nicor's volunteer day.
- Gareth has been attending the Art Commission, Beautification Committee, Rec Department, Library, Chamber and Lake Katherine to discuss program crossover and event coordination so there are no conflicts with events,
- Lake Katherine has been organizing summer programs including youth yoga, art classes and the summer series.
- Gareth has met with an Eagle Scout to discuss the installation of a large natural sundial in the children's forest.
- Lake Katherine is working with supplying information to Civic Rec, which will be the software that helps with bookings, rentals, database management, and the general running of operations.
- Woody control along the north side of the lake is mostly buckthorn and honeysuckle removal. Bushes were cut flush to the ground and treated back in the fall that were along Lake Katherine Drive.
- There will be filming of a book discussion "The Invention of Nature", by Andrea Wulf.
- The gift shop has been updated which has been popular. The items include sustainability sources, local, American made or pollinator friendly items.
- There have been updates made in the Clubhouse that include new cabinets, countertop and sink.
- Marian Sikus retired after 19 years working for Lake Katherine. Tara Rosenwinkel is a new educator/naturalist that started January 6<sup>th</sup> and she will be filling roles that Marian undertook which include camps, school groups and other educational programs. There are also 2 other new staff members, which include a part time marketing person and a new volunteer coordinator.
- Lake Katherine has started the development of a "Green Team", and have purchased compost bins that will be able to take all organic waste from the Nature Center including meats, dairy, and items that typically are not able to be composted.

**PARKS & RECREATION REPORT**

Recreation Director, Matt Fairbanks, provided the Parks & Recreation update:

- OSLAD Grant/Palmer Park— Staff continues to work with Upland Design to obtain a permit from MWRD for a Watershed Management Permit. On 12/4/19 Upland mailed out the application to MWRD to get the permit in the review cue prior to the end of 2019. It was reviewed on 12/20/19 by MWRD and determined some of the language be changed and the creation of a new routing map with storm sewer information. Once the permit is updated with this information, we will need MEI and Public Works to sign off again for resubmittal. Upland Design contacted Zeitler Consulting to survey the boundaries of the park property and convert assumed datum to the Palos Heights datum. The Bid will be open ideally on February 25<sup>th</sup>, with construction starting May 1<sup>st</sup> and concluding August 31<sup>st</sup>.
- Minimum Wage- As of January 1<sup>st</sup> the state's minimum wage was increased to \$9.25 for staff over 18 and on July 1<sup>st</sup> the wage will increase again to \$10 per hour. January 1<sup>st</sup> of each year after it will increase by \$1 until it reaches \$15. The two programs which will be affected the most will be pool and summer camp staffs.
- 2020 Budget- On January 3<sup>rd</sup> staff sat down with Alderman Key to discuss budgets. The budget will stay primarily the same except for the before mentioned programs.
- CAPRA- Last month staff submitted the CAPRA visitor application to participate in an onsite review of an agency's CAPRA accreditation application. On 12/4/19 staff received an email from NPRA indicating that we were assigned a mentor and for CAPRA. We will be working with Matt Weaver from Morrisville, NC to help with the process. Staff is continuing to work on their assigned standards and are submitting them as they finish. There will be a list created for City Hall to assist with specific standards the Recreation Department doesn't directly work with. Staff will continue to meet monthly on CAPRA.
- Ice Rink- A temporary ice rink has been built on the Feldner property. This is a 72x40' rink purchased from Supreme Sports. Public Works assisted in preparing the landscape and installation. The temperatures have not been low enough for the ice to freeze. The season for the rink is expected to run until approximately February 27<sup>th</sup>. Staff has created signage and a webpage with hours of operation. There is a flag system for the ice rink availability. A red flag means the rink is closed and a green flag indicates the rink is open for ice skating. Recreation staff is working with Public Works on lighting set up for evening skate. This rink is meant for skating only, no ice hockey. This rink will serve as a trial run to see what the interest is with the community.

## NEW BUSINESS

1. Motion to approve Upland Design's Legal Bid Notice for the Palmer Park project.  
Alderman Key motioned to approve Upland Design's Legal Bid for the Palmer Park project with A. On a voice vote, the motion passed unanimously. **AGENDA**
2. Motion to approve Upland Design's payment in the amount of \$8,829.37 for work completed on the Palmer Park project.  
Alderman Key motioned to approve Upland Design's payment in the amount of \$8,829.37 for work completed on the Palmer Park project. On a voice vote, the motion passed unanimously. **AGENDA**
3. Motion to approve Vermont Systems Inc. payment for the annual contract in the amount of \$8,670 for use of the RecTrac computer system.  
Alderman Key motioned to approve Vermont Systems Inc. payment for the annual contract in the amount of \$8,670 for use of the RecTrac computer system. On a voice vote, the motion passed unanimously. **AGENDA**

4. Motion to approve Engineer's 4<sup>th</sup> Payment Estimate for Country Landscape & Supply in the amount of \$23,275.56 for work completed on the pool deck project.

Alderman Key motioned to approve Engineer's Payment Estimate for Country Landscape & Supply in the amount of \$23, 275.56 for work completed on the pool deck project. On a voice vote, the motion passed unanimously. **AGENDA**

**OLD BUSINESS** - Alderman Key received a phone call from former Palos Heights Parks and Recreation Director Mike Leonard and he is being inducted in the Moraine Valley Hall of Fame. Alderman Key went to the college and recorded a video that will be used at a dinner for Mike. The video was intended to showcase Mike and let him know what he has done for us and what we have done together with him.

#### **ADJOURNMENT**

There being no further business, Chairman Key moved to adjourn the meeting, seconded by Alderman Clifford. All in favor.

Meeting adjourned at 7:31 p.m.

Respectfully submitted,

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Jessica Swiedals  
Recording Secretary